CITY OF HOUSTON

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May 20, 2021

SUBJECT: Letter of Clarification No. 1
Body Worn Camera Solution and Video Evidence
Management System for the Houston Police Department

REFERENCE: Request for Proposals (RFP) No.: S63-T29834

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reasons:

I.   To extend the solicitation due date from Wednesday, May 26, 2021 to **Thursday, June 10, 2021 at 4:00 P.M. (CT).**

II.   Remove Page No. 27 of 50 and replace with Page No. 27 of 50 marked **REVISED 5/20/2021**.

III.   To notify prospective proposers that the sample contract has been posted to the City's eBid website.

IV.   To provide responses to the questions received from prospective proposers prior to the deadline to submit questions.

1.	Question	If the vendor has a family member working for HPD, should we email the RFP point of contact to submit the conflict of interest questionnaire?
	Response	**The Conflict of Interest Questionnaire (CIQ) should be submitted in Tab 7 of your proposal response to the City. The CIQ form and accompanying instructions have been revised by the Texas Ethics Commission (Revised 1/1/2021) and have been attached to the clarification letter. You may also download the form via the following link:** Form CIQ (Conflict of Interest Questionnaire) (state.tx.us) **Separately within Tab 7, the City recommends that the vendor provide the name of the individual working for HPD, as well as a description of the vendor's relationship with the individual.**

2.	Question	What is the total number of user accounts using the BWC and EMS system? Could HPD break down the total amount of users with cameras/storage associations and users accessing the system to view data only?
	Response	**The number of officers that use cameras is 4,750. The total number of personnel that need access to the system is 5,500; this total includes the 4,750 officers using cameras.**
3.	Question	What is the City's current CAD and RMS vendor?
	Response	**The current CAD vendor is Northrup Grumman. The RMS vendor is Central Squared.**
4.	Question	What is the current vendor for ITSM or Ticketing system utilized by the City?
	Response	**HPD currently uses BOSSDesk for IT ticketing.**
5.	Question	What is the City's current In-Car Video system make and model?
	Response	**HPD currently uses the Motorola 4RE in-car system with Evidence Library as the backend solution.**
6.	Question	Does the City intend to continue utilizing this In-Car Video system concurrently with the Body Worn Camera, or will these be eventually replaced?
	Response	**HPD intends to keep the current In-Car system until the end of the contract which is December of 2024.**
7.	Question	When the City states that the solution shall interface with an In-Car Video Management System (Part II item 1.4.10), is it the proposer's In-Car Video Management System, or another solution?
	Response	**This refers to HPD's current In-Car solution.**
8.	Question	Follow up to Question 7: If another solution, what is the current vendor?
	Response	**Motorola 4RE.**
9.	Question	Can the City please provide more information regarding CSMART and CRASH (Part II items 1.4.8 and 1.4.9)?
	Response	**CSMART is the municipal court management software and CRASH is the TX accident report software.**
10.	Question	Referencing Section 1.2.16, which states "Provide interview room recording capabilities within bodycam system." Can the City please provide more information related to this requirement? For example, is the City seeking an interview room solution that is integrated into the same solution as the Body Worn Camera, or is it seeking to use body worn cameras as an interview room solution?
	Response	**Considering industry best practices and options currently available on the market, the vendor should propose what it believes is the best option for the total solution that they are proposing. A dedicated interview room solution is preferred.**
11.	Question	Can the City please provide more information, including the number of interview rooms, cameras per room, physical location of rooms, if rooms are located in separate buildings, etc.?
	Response	**There are currently seven (7) rooms located in various buildings around the City. Each room has two (2) cameras.**

12.	Question	What is the City's current internet bandwidth at all locations that will be used for data transfer / accessing the video evidence management system?
	Response	**Each location has a shared 1Gbps and city-wide shared 5Gbps internet connection.**
13.	Question	Can the City please provide more information regarding Item 1.9, Mounting Requirements? What type of animals other than K9 and horses would the Body Worn Camera be mounted on?
	Response	**The body-worn camera solution is anticipated to require mounting for canine and horses.**
14.	Question	Can the City please provide an approximate quantity of cameras purchased over multiple years, per Attachment B, Cost of Services Form?
	Response	**Every camera required under this contract will be needed when the contract begins in November 2021. The vendor needs to provide a solution that supports 4,750 officers wearing a camera. If the vendor solution requires that every officer be issued their own camera then their solution would require 4,750 cameras. If the vendor solution allows cameras to be checked out at the beginning of a shift and checked back in at the end of the shift, then that solution may require less cameras. Regardless of the solution, the full quantity from the vendor's proposal is expected to be provided when the contract begins in November 2021.**
15.	Question	Is it permissible to make edits to the existing data/fields in Attachment B to coincide with the products/services of the proposed solution?
	Response	**The purpose of the Cost of Services Form is to serve as a baseline for each vendor's cost to the City for its products and services. If a vendor has additional pricing options, please include them on a separate attachment to the Cost of Services Form.** **Alternatively, if a vendor believes the City has omitted necessary pricing elements, please notify the City immediately. The City will take the vendor's recommendations under advisement and consider making changes to the price form.**
16.	Question	Should products / services be itemized on Attachment B, or grouped together in line with the current format?
	Response	**See response to Question 15.**
17.	Question	Does the City want pricing for just the base 3-years of the contract, or should Attachment B include optional years 4 and 5?
	Response	**Please provide pricing for years 1-5.**
18.	Question	Approximately how much existing data will need to be "converted" into the new video evidence management system?
	Response	**The system currently has 2.5 Terabytes of data both in on-premises storage and in Microsoft Azure.**
19.	Question	To calculate required storage space and accessories, a) How many shifts per day? b) How many hours per shift? c) How many vehicles per shift? d) How many total Body Worn Cameras in use per shift?

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		e) At what resolution will videos be recorded? f) How many anticipated hours of recorded Body Worn Camera video per Officer per shift? g) Approximately how many hours of Interview Room Video are recorded each month? h) How many locations / stations will be used for video and data transfer? Officer counts at each location? i) How much time between shift turnover? j) Will Officers return to their respective station at the end of each shift? k) How many Officers will be simultaneously uploading Body Worn Camera video at any given time? l) What is the minimum retention for recorded videos? m) What is the maximum retention for recorded videos? n) Approximately what percentage of videos are extended beyond the stated minimum retention? Approximately what percentage are at maximum?
	Response	a) **A minimum of three (3) shifts per day** b) **Most shifts are eight (8) hours, with some ten (10)-hour shifts** c) **1st shift 225 vehicles; 2nd and 3rd shift 125 vehicles** d) **Approximately 800** e) **This is the vendor's recommendation** f) **Four (4) hours** g) **Approximately 360 hours per room** h) **25 locations** i) **15 – 20 minutes** j) **Yes** k) **800** l) **240 days** m) **Ten (10) years; however some cases require indefinite retention** n) **53% of videos are kept beyond the minimum retention. 20% are kept for three (3) years and 33% are kept for ten (10) years**
20.	Question	How many individuals / workstations will be dedicated to redaction duties?
	Response	**HPD currently has ten (10) workstations for redaction.**
21.	Question	Can the City please clarify, does it intend to conduct a field test of shortlisted vendors? The RFP document references it in the Evaluation section, but no specifics are given and it is not explicitly shown in the timeline.
	Response	**The Camera Testing Protocol is attached as Attachment D.**
22.	Question	Referencing Page 5, Section 1.2.5. The solution shall "auto tag" all video events with the call for service number without requiring human intervention. Is the "call for service number" a dispatch identification number? Is there an API from the source manufacture to allow us to interface with the system in order to "auto tag"?
	Response	**The call for service number is generated by the CAD system for each call. There is no available API to the CAD system.**

23.	Question	Referencing Page 5, Section 1.2.6. Smartphone/Mobile App: Smartphone application for tagging and labeling videos that links camera to smartphone. If a vendor's system does not require a separate smartphone application for in-field annotation as part of the camera app, will this system be acceptable for HPD?
	Response	**The vendor should describe and compare the functionality of their solution to the specification for HPD to make that determination.**
24.	Question	Referencing Page 11, Section 1.8.1. Minimum sustained battery life of 16 hours without recharging. HPD does not use battery saving measures. Does HPD mean "minimum sustained battery life of 16 hours without recharging" while in standby mode?
	Response	**The camera should be capable of recording for 16 hours. A user replaceable battery is an acceptable solution.**
25.	Question	Referencing Section 4.1.3. Integrate, replace or convert files and data with HPDs existing video systems in order to accommodate our existing Body Worn Camera System. Please provide the manufacturer of the City's existing BWC system and the current version of the EMS system? Does the manufacturer or HPD have API or data structure mapping to allow the new vendor to create a tool to migrate the existing data?
	Response	**The current HPD BWC system is the Motorola Evidence Library System. HPD does not currently have an API, but the database schema containing the structure mapping is available.**
26.	Question	Referencing Section 4.1.5. Solution shall "auto tag" all video events with the call for service number without requiring human intervention. Does HPD currently have "auto tag" implemented with the existing BWC system? Could HPD provide the "auto tag" format? Could HDP also provide information on how the "auto tag" is sent to the camera?
	Response	**HPD does not currently have this feature.**
27.	Question	Referencing Section 4.1.7. Role-based and user-definable menus, fields and screens. Is "Role-based and user-definable menus, fields and screens" referring to the EMS software or the camera menu?
	Response	**Both the software and camera menu, if available, should have role-based and user definable menus.**
28.	Question	Referencing Section 4.1.10. Document and photo attachment throughout system. Could HPD clarify this requirement? For example, is HPD saying the system must upload documents and photos from other sources besides the BWC unit?

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	Response	The system must allow the ability to upload photographs and documents that were not created within the system.
29.	Question	Referencing Section 4.1.12. Customer definable rule-based workflow throughout the system. Is HPD currently using "rule-based workflow"? If so, please share some examples of the workflow that HPD desires?
	Response	HPD does not currently have this feature.
30.	Question	Referencing Section 4.1.13. Capability to customize the system to allow for inclusion of specific or Additional information without requiring the assistance of the vendor. Could HPD provide examples of the type of "additional" information it contemplates under this system? Is HPD's goal to have a system with a multiple custom define fields? If so, what are the maximum fields required?
	Response	HPD is seeking the ability to create custom fields without requiring the assistance of the vendor. It is unknown how many custom fields may be required without reviewing the vendor's proposal and understanding their system.
31.	Question	Referencing Section 4.1.17. Solution shall be configurable with "out-of-the-box" business rule automation to provide user controlled screen development, data element edits/additions, insertions or edits of status notification triggers, notification preference flows, creation of forms and notification email, letter, and text templates in English and Spanish, workflow, user roles, and dashboards. Is the "out-of-the-box" business rule automation a must-have feature initially, or would HPD accept the feature added within 6-months? Is HPD referring to an authorization workflow automation? Could HPD please provide examples?
	Response	All requested features must be available upon system implementation, by the "go live" date. It is HPD's intent for the system to perform certain functions with automation. This is not an exhaustive list, but the following functions are being sought: auto tag events, auto case creation, auto export, and the ability to provide supervisory video event review for audit purposes.
32.	Question	Referencing Section 4.2.7. Retention Schedule: Application back up retention schedule. Vendor shall adhere to the HPD Retention Schedule requirements. Could HPD share the current retention schedule so vendors may use it to size the required storage?
	Response	Information Events = 240 days Class C/Traffic = Three (3) years Class B+ = Ten (10) years

33.	Question	Referencing Section 4.3. Interfaces. The solution shall interface with the below systems at a minimum. Would HPD assist the vendor in obtaining each manufacturer's API or SDK, allowing for integrating multiple systems to the new EMS system?
	Response	**HPD will coordinate with the successful vendor to ensure that the vendor has access to the manufacturers it will be collaborating with.**
34.	Question	Referencing Section 4.4.5.The system shall provide functionality of an alphanumeric pad to enter data. Could HPD elaborate on this requirement? Is HPD referring to providing an on-screen keypad to enter data on a touchscreen display?
	Response	**If required for data entry, the solution shall require an on-screen keypad or the ability to attach to an Apple iPhone or similar device.**
35.	Question	Referencing Section 4.4.26. Provide in the software system the ability to specify HPDs own file naming convention. Could HPD elaborate on this requirement? Does HPD want to modify the original file name assigned by the system? Could you please provide an example?
	Response	**This feature refers to the ability for HPD to export video events in accordance with HPD's file naming convention either in a manual export or using an automated export.**
36.	Question	Referencing Section 4.4.27. Provide the ability for self-problem diagnosis including, but not limited to camera out of focus, failed video, microphone off, poor quality sound, no GPS signal received etc. Could HPD elaborate on this requirement? Does HPD want the EMS software to provide file diagnose and indicate, for example, that microphone is off, no GPS signal, file corruption, etc.?
	Response	**Yes, the system should capture and alert HPD personnel that a camera or cameras are not performing as intended.**
37.	Question	Referencing Section 4.9.7. The solution must provide a data dictionary upon delivery of the solution. Could HPD elaborate on this requirement? Is HPD asking the vendor to provide a table layout of the database?
	Response	**The vendor shall provide HPD the database schema and table layout.**
38.	Question	Would the Houston Information Technology Services (HITS) Department allow vendors to take advantage of the existing SQL Server to deploy a database to run the EMS system?

	Response	**There is no existing hardware or software available for use. The vendor must propose their own system design.**
39.	Question	Should vendors assume HPD will provide all the Microsoft Windows server licenses need to deploy the system?
	Response	**All hardware and software will be supplied by the vendor.**
40.	Question	Should vendors consider HITS to provide a network environment for all remote sites, so camera docking stations proposed without adding additional network switches to the proposal?
	Response	**The vendor should outline in its proposal whether the solution proposed will run on the existing HPD network or the vendor's own network.**
41.	Question	As indicated in Attachment C-HPD Enterprise Technology Standards document, HPD is a Windows Only environment. Are vendors required to propose a Windows server OS-based storage solution, or could the vendor propose a storage solution that is 100% certified for the Microsoft Windows environment?
	Response	**HPD only supports the hardware/software listed in the Enterprise Technology Standards document.**
42.	Question	While the Vendor will recommend the training setup and environment, will there be only one main training center, or will the training be done at each remote location where the BWCs are deployed? If training is to be done at each remote location, may we have a list of the sites?
	Response	**Training will be conducted at approximately 25 different locations throughout the City.**
43.	Question	The City has requested a variety of integrations with existing and future systems. Does the HPD currently have MOUs in place with the listed third-party vendors, does HPD own the data within these systems, can HPD access this data via API or some other means? Can these systems use the proposers API for access to data?
	Response	**The listed vendors are currently under contract with HPD and/or the City. HPD and/or the City owns the data. There are currently no APIs or access between these systems.**
44.	Question	Would HPD like built in camera and accessory upgrades throughout the contract built into the cost of the license?
	Response	**The vendor is responsible for ensuring that their solution is fully supported during the entire contract period. All software, hardware and components of the solution must be under a full warrantee with an SMA and/or HMA for the life of the contract.**
45.	Question	Attachment A - System Functionality Worksheet - #4.6.18. Does the requested download speed refer to megabytes or megabits?
	Response	**This section refers to Megabytes.**
46.	Question	Would HPD want Unlimited storage for their BWC videos? If not, is there an estimated NET amount of storage HPD estimates per camera per year?

	Response	HPD is seeking the best overall value. HPD currently produces between 2.2 -2.5 million video events annually.
47.	Question	What is requirement about redundant and DR storage for Hosted solutions?
	Response	HPD prefers that solutions utilize Geographically Redundant Storage (GRS) to safeguard data storage or its equivalent.
48.	Question	For live streaming, would HPD like the vendor to carry the cost of the LTE plan in the license cost? • If so, would HPD like unlimited data on the LTE plan? • Is there a requirement for AT&T FirstNet or Verizon First Responder compatibility? • Would HPD want the option to offload video directly from the camera into the VEMS?
	Response	HPD is seeking the best overall value and would need to compare the cost in the proposal to the cost HPD could contract. HPD is currently on the Verizon network utilizing Verizon First Responder. However, AT&T FirstNet is an acceptable solution.
49.	Question	Who is the current CAD provider, and what version is HPD operating on?
	Response	See response to Question No. #3. The current CAD vendor is Northrup Grumman. HPD is operating on Northrup Grumman Altaris CAD hou4.0.3b48b61.10 (Version 4 build 61.10).
50.	Question	What type of BWC auto activation functionality does HPD require? e.g., Weapons draw, TASER activation, Car triggers
	Response	HPD's preferred auto activation is for the CAD system, via the mobile computing device, to activate the BWC when the officer is placed en route to the call.
51.	Question	Instead of burning discs, would HPD rather transfer/share videos via link with entities like the DA?
	Response	The preferred method of sharing video events is an electronic share. However, some agencies and legal settings still require video events be produced from the system on DVD medium.
52.	Question	Would HPD like all videos to be automatically transcribed upon upload in to the VEMS?
	Response	This is not a required feature and would be considered an added value.
53.	Question	The proposal required reliability is 99.999% uptime. What about data survivability on the VEMS?
	Response	HPD prefers that solutions utilize Geographically Redundant Storage (GRS) to safeguard data storage or its equivalent.
54.	Question	Please confirm that only one (1) hard copy of Attachment B – Cost of Services Form (separate sealed envelope) is required for proposal submission. Please confirm NO electronic copies of Attachment B – Cost of Services Form are required (on a USB separate from 10 USB copies).

	Response	**Confirmed. Only one hard copy of Attachment B is required for proposal submission. No electronic copies of Attachment B are required for proposal submission.**
55.	Question	Page 26/50, 2.2.2. - Please confirm the Certificate of Authority statement is not included the 2-page maximum limit. This list alone would exceed two pages.
	Response	**The certificate of authority is not subject to a page limit.**
56.	Question	Please confirm the Certificate of Authority statement is separate from the statement of ownership information form (Exhibit III) on page 43.
	Response	**Confirmed. These are separate documents.**
57.	Question	Would the City like the Technical Specifications/Compatibility Worksheet in a Microsoft Excel format on the 10 USB copies (in addition to inclusion in a PDF format in the response document)?
	Response	**Yes. Please provide the Technical Specification/Compatibility Worksheet on the USB thumb drives.**
58.	Question	Exhibit I, Proposed Subcontractors - Exhibit I (Page 31-33) only includes the offeror and submittal form and reference form. Is there a subcontractor form missing?
	Response	**List of proposed subcontractors should be documented on Attachment "A" Schedule of M/WBE Participation.**
59.	Question	Exhibit V - Can the City please provide this form in an editable format or confirm this is the correct link to the updated form (an older form is included in the RFP on page 47) https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf?
	Response	**The CIQ form and accompanying instructions have been revised by the Texas Ethics Commission (Revised 1/1/2021) and have been attached to the clarification letter. You can also download the form via the following link:** Form CIQ (Conflict of Interest Questionnaire) (state.tx.us)
60.	Question	Equal Opportunity Clause (Exhibit VII) - this 2-page form on pages 49-50 of RFP does not include a signature line or area to acknowledge.
	Response	**There is no signature required in response to Exhibit VII – Equal Opportunity Clause.**
61.	Question	In regard to the network hardware, will bidders utilize the existing network switches or will bidders be responsible for supplying their own network equipment for this solutions?
	Response	**The HPD and COH network is available. However, the existing network is a shared network and not dedicated to just BWC traffic. Each location has a shared 1Gbps and city-wide shared 5Gbps internet connection. If the proposed solution exceeds these specifications, the vendor will be responsible for proposing a network solution.**

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62.	Question	EXHIBIT I OFFER AND SUBMITTAL (page 32) - Where can proposers look up City of Houston Proposer No.?
	Response	**The Proposer's vendor number should be identified in this section. If you are not sure if you have a vendor number, use the following link to perform a search.** [Strategic Purchasing Division (SPD)- Supplier Search (houstontx.gov)](#)
63.	Question	In addition to the 4,750 body camera users, how many additional users will require licenses (e.g., administrators, non-camera users requiring access to the DEMS, etc.)?
	Response	**Please see response to question number 2. The number of officers that use cameras is 4,750. The total number of personnel that need access to the system is 5,500; this total includes the 4,750 officers using cameras.**
64.	Question	Please provide the total number of districts with camera users.
	Response	**There are 25 locations that are currently using BWCs.**
65.	Question	We know the City is deploying cameras for 4,750 officers, but for the purposes of laying out the timeline for setup of the appropriate amount of equipment, the number of officers assigned at the districts would be helpful for the project plan.
	Response	**For security reasons, HPD chooses not to disclose the number of personnel assigned to a particular district.**
66.	Question	Referencing the System Functionality Worksheet, Section 4.1.12: Can the City please elaborate on what kind of workflows they would like to use per requirement "Customer definable rule-based workflow throughout the system."?
	Response	**Please see response to question number 29. HPD does not currently have this feature.**
67.	Question	Attachment A - System Functionality Worksheet – Section 4.3, 4.3.1-4.3.10: Can the City please elaborate on the vendor, specific software appliance, and version is currently in use?
	Response	**Please see response to question number 43. The listed vendors are currently under contract with HPD and/or the City. HPD and/or the City owns the data. There are currently no APIs or access between these systems.**
68.	Question	For Active Directory (AD), is the City utilizing on-prem with ADFS or cloud based with Azure Active Directory or Office 365?
	Response	**HPD is utilizing AD on-premises, which is replicated to Azure, for access on our local network. HPD utilizes Azure AD with PTA for access to our cloud-based systems.**

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69.	Question	Referencing Attachment A - System Functionality Worksheet, Section 4.4.20. "Provide the ability to burn CD/DVD's that start up (self-loading), when inserted into an industry standard Windows workstation. The software VEMS can export videos in standard MPEG format self-loading standing. Microsoft Windows 7 or later provide an auto-play feature that can pick up any video files that are burned to a CD/DVD." Is only possible with an on-prem or hybrid system. For security reasons cloud-based systems do not have access to local computer and cannot control CD/DVD burning software. Will the City waive this requirement for Cloud-based solutions?
	Response	**No. HPD will not waive this requirement because certain agencies and legal settings still require video events be produced from the system on DVD medium.**
70.	Question	At various points the City has requested videos to record at 60 frames per second. Use of this frame rate at the specified 480p resolution will only enable the ability to view low quality video in slow motion. Will the City accept solutions which provide the same capability to view frame by frame video in high quality, while adhering to the standard 30 frames per second, without compromising the recording with a low resolution?
	Response	**The preferred resolution is 720p at 30 frames per second.**
71.	Question	Referencing the System Functionality Worksheet, Section 4.6.9. "Provide video stabilization (shaking or bouncing)." Video stabilization very common with recreational cameras but not typically recommended with police body worn camera because due to challenges introduced from a forensic recovery and discovery perspective since the video does display the intensity of a captured video. Will the City remove this requirement since it may be damaging in future court cases?
	Response	**No, HPD will not waive this requirement. HPD is interested in reviewing solutions that have video stabilization.**
72.	Question	Narrative: This question relates to the System Functionality Worksheet - 4.6.18 and 4.6.17. The City has requested a max transfer speed of 95 Megabits per second. This exceeds the maximum theoretical transfer speed of USB 3.0 which is 75 Megabits per second. The real-world maximum transfer speed of USB 3.0 is not tantamount to the posted 95 Mbit/s or 75 Mbit/s. In substance, these are speeds "over the wire" which can be attained in a lap environment, but not in real world environments. Question: Will the City accept transfer speeds which are more common to USB 3.0 while ensuring the City a speed transfer speed to the VEMS?
	Response	**Please refer to the System Functionality Worksheet, Section 4.4.19, which requires the vendor to "provide software / hardware that can transfer 4 hours of video (MPEG4) from the camera in 15 minutes or less".**

73.	Question	Will the City be validating working and storage temperature requirements?
	Response	**Yes.**
74.	Question	Narrative: The City has required strict adherence to CJIS Security Policy v5.9, but this is not mentioned in any specific requirement for FIPS 140-2 ciphers. Neither has the City required that the agency be listed on the National Institute of Standards and Technology's Cryptographic Module Validation Program website as a validated vendor which guarantees the vendor is using CJIS- and FIPS-authorized ciphers. Question: Will the City require use of vetted FIPS 140-2 ciphers?
	Response	**The Current CJIS Security Policy v5.9 requires the use of FIPS 140-2 ciphers for encryption of data at rest or in transit.**
75.	Question	Referencing Attachment A - System Functionality Worksheet, Section 5.1.3 "The Solution shall provide the System Administrator with the ability to import and export code tables in an industry standard format from a website, FTP location, or network address." What are code tables? How would the City like them to be used?
	Response	**A code table is a list of closely related items, each of which has minimal substructure. For example, a table of two-letter state designations in a drop-down list (Texas – TX).** **If the vendor's solution uses code tables, HPD will require access to the code tables and the capacity to modify or import code tables to suit the department's needs.**
76.	Question	Can the City clarify the deadline extension mentioned during the Pre-Proposal conference?
	Response	**The new deadline by which proposals are due to the City Secretary is 4:00 P.M. CST, Thursday, June 10, 2021.**
77.	Question	Will the City allow electronic submission (email only) for our proposal? The intent of this request is to support COVID safety measures, reduce the use of paper-based materials as a result of printing and shipping, and facilitate the agency's evaluation process.
	Response	**No. Please adhere to the submission requirements outlined in the RFP.**
78.	Question	In Part VI - Requirements for Proposals, 2.4, 2.5 and 2.6 states to provide a response to Part IV, Sections 3.3, 3.4 and 3.5, respectively. Part IV does not contain the sections referenced. Can the City please provide the information you are seeking vendors to address?
	Response	**This has been corrected. See attached page marked REVISED 5/20/2021.**
79.	Question	How many shifts does the Department have per day?
	Response	**Please see response to question number 19(a).** **19(a) A minimum of three (3) shifts per day**

80.	Question	How many officers are out on a shift? How long are shifts? How many officers go to each location each shift?
	Response	**Please see responses to question numbers 19(b) and 19(d).** **19(b) Most shifts are eight (8) hours with some ten (10)-hour shifts** **19(d) Approximately 800**
81.	Question	How many separate locations will officers go to for checking out cameras and uploading video?
	Response	**Please see response to question number 19(h).** **19(h) 25 locations**
82.	Question	How many in-car video systems are currently deployed in the patrol vehicles?
	Response	**Please see response to question number 19(c).** **19(c) 1st shift 225 vehicles; 2nd and 3rd shift 125 vehicles**
83.	Question	What is the Department's current retention policy? How long is evidentiary video kept? Non-evidentiary?
	Response	**Please see response to question number 19(n).** **19(n) 53% of videos are kept beyond the minimum retention. 20% are kept for three (3) years and 33% are kept for ten (10) years**
84.	Question	How much video is the Department currently recording per year?
	Response	**HPD is currently recording between 2.2 – 2.5 million events per year.**
85.	Question	Can the City provide an estimate of the amount of data that needs to be migrated to the new system?
	Response	**Please see response to question number 18. The system currently has 2.5 Terabytes of data both in on-premises storage and in Microsoft Azure.**
86.	Question	How much video does the in-car systems record per shift, per day?
	Response	**The current in-car systems produce approximately four (4) hours of video per shift, per day. 110 vehicles are used for one shift and 215 vehicles are used for three (3) shifts per day.**
87.	Question	For the interfaces listed in 1.4, 1.4.1-1.4.10, can the City publish APIs and specifications for these systems so that we can determine integration feasibility?
	Response	**Please see response to question number 22. The call for service number is generated by the CAD system for each call. There is no available API to the CAD system.**
88.	Question	What level of functionality (integration, migration, etc.) is the City expecting Day 1 of the system go-live in August of 2021?
	Response	**All requested features must be available upon system implementation, by "go live" date. Data migration must be completed by 11/30/2021.**
89.	Question	Does the City have a desired implementation timeline after contract award?
	Response	**Please see response to question number 88.**
90.	Question	When is the current in-car video contract set to expire? Will this contract be re-bid upon expiration?

	Response	Please see response to question number 6. HPD intends to keep the current In-Car system until the end of the contract which is December of 2024.
91.	Question	Are the current in-car systems nearing their end of life? Does the City intend to replace the existing in-car systems?
	Response	Please see response to question number 6 and 90.
92.	Question	Are you looking for the interview room solution to be portable or permanently installed? If permanently installed in how many locations, how many rooms per location?
	Response	Please see responses to question numbers 10 and 11. Response to No. 10: Considering industry best practices and options currently available on the market, the vendor should propose what it believes is the best option for the total solution that they are proposing. A dedicated interview room solution is preferred. Response to No. 11: There are currently seven (7) rooms located in various buildings around the City. Each room has two (2) cameras.
93.	Question	What is the total number of Body Worn Cameras (BWC) that HPD intends to procure in each year (Years 1-5)?
	Response	All requested features, software and hardware must be available upon system implementation, by "go live" date. Data migration must be completed by 11/30/2021.
94.	Question	Can you please clarify what the current HPD/City of Houston video retention policy requires as it relates to video storage?
	Response	Please see response to question number 32. Information Events = 240 days Class C/Traffic = three (3) years Class B+ = ten (10) years

95.	Question	1. Based on the type of solution that we propose for video storage, we need specific criteria to calculate the requirements and cost. Below are required to properly calculate the storage solution:
		    a. How many body worn cameras?
		    b. How many hours per day will be recorded on each camera?
		    c. Will cameras record during the entire period that they are being worn?
		    d. Are other video sources being stored on this solution?
		    e. What is the desired video resolution and frame rate of the video to be stored?
		    f. Are their requirements to provide additional storage to support a specific level or future growth?
		    g. How many total locations will the Body Worn Cameras be deployed?
		    h. How many cameras will be deployed at each of the given locations?
		    i. Are there any specific locations where bandwidth speeds will be a concern and may require their own standalone on premise storage? If so how many/where are they located?

	Response	Responses to questions a – c, are provided in the City's response to

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Controller: Chris Brown

| | | question 19 above.

The response to question e is provided in the City's response to question 70 above.

Responses to questions g and h are may be found in the City's response to questions 12 and 42, above.

Responses to the remaining questions are below.
d.) Yes
f.) The proposed solution needs to account for all system storage during the contract period.
i.) HPD has not review proposed solutions and cannot provide an answer to this question. See response to question 12 for network bandwidth. |
96.	Question	What is the total storage capacity currently being used on the existing body worn camera system that will need to be transferred to the new solution and storage platform?
	Response	Please see response to question number 18. The system currently has 2.5 Terabytes of data both in on-premises storage and in Microsoft Azure.
97.	Question	Can you please provide us with a sample copy of the City of Houston contract that will be executed if we are the successful responder?
	Response	A sample contract has been posted to the eBid website and registered vendors have been notified of its posting.
99.	Question	If the Prime Bidder/Proposer is not a Hire Houston First designated company, but does have an (HHF) designated subcontractor on their team, will the Prime Bidder/Proposer be allowed to claim HHF designation?
	Response	No.
100.	Question	In regards to an on-premise or hybrid solution, will the city of Houston allow bidders to utilize the City of Houston's existing server platform (VM Environment) to operate the application "server" and only require the bidders to provide additional storage to meet the requirements of video/data retention?
	Response	While HPD has a Hyper-V environment, the vendor is responsible for proposing all hardware, software and computer power for their solution. There is no existing capacity available for use.
101.	Question	Please clarify if all the solution hardware and software is the responsibility of the bidders?
	Response	Please see response to question number 39. All hardware and software will be supplied by the vendor.

When issued, Letter(s) of Clarification shall automatically become part of the solicitation documentand shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s). It is the responsibility of each proposer to ensure it has obtained all such letter(s). By submitting a proposal to this solicitation, proposers shall be deemed to have receivedall Letter(s) of Clarification and have incorporated them into their proposals.

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Controller: Chris Brown

If you have any questions or if further clarification is needed regarding this solicitation, please contact BJ Hubbard at benard.hubbard@houstontx.gov or Elnora Smith at elnora.smith@houstontx.gov.

Regards,

DocuSigned by:

Jerry Adams

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Jerry Adams
Chief Procurement Officer

File: T29834

Council Members: Amy Peck   Tarsha Jackson   Abbie Kamin   Carolyn Evans-Shabazz   Dave Martin   Tiffany D. Thomas   Greg Travis   Karla Cisneros Robert Gallegos   Edward Pollard   Martha Castex-Tatum   Mike Knox   David W. Robinson   Michael Kubosh   Letitia Plummer   Sallie Alcorn

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sign the statement.

2.3   Tab 3:   Proposer's Qualifications and Experience Providing Similar Services

     2.3.1   Please provide your response to **Part IV, Section 4.2.1** in this tab.

2.4   Tab 4:   Technical Specifications/Compatibility with HPD System Requirements

     2.4.1   Please provide your response to **Part IV, Section 4.3.1** in this tab.   Insert the completed Attachment A – System Functionality Worksheet in this tab.

2.5   Tab 5:   Implementation/Migration Plan and Schedule

     2.5.1   Please provide your response to **Part IV, Section 4.4.1** in this tab.

2.6   Tab 6:   Reliability, Recoverability, Fault Tolerance, and Performance

     2.6.1   Please provide your response to **Part IV, Section 4.5.1** in this tab.

2.7   Tab 7:   Forms and Certifications

     2.7.1   Forms and Certifications: Complete and return all forms and certifications provided in PART IX – REQUIRED FORMS TO BE SUBMITTED WITH PROPOSAL.

     2.7.2   Proposers are reminded that the Offer and Submittal form must be **printed, notarized, and signed in BLUE ink,** by an authorized representative(s) of the Proposer, which must be the actual legal entity that will perform the contract if awarded. Complete and submit **Exhibit 1-A**, **Offer and Submittal** form, provided in this RFP.

2.8   Tab 8:   Legal Actions

     2.8.1   Proposer shall certify that it satisfies the conditions set forth in the following:

         2.8.1.1 Proposer must have no convictions or civil judgments rendered against Proposer for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; and 2) violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Additionally, Proposer must never have been indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated above. Proposer shall provide list of pending litigation and include a brief description of the reason for legal action, if applicable.

NOTE: Please review the Sample Agreement (Contract) and include any exceptions to the terms and condition by completing Exhibit VI Agreement/Exceptions and Deviations to the Terms and

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

	OFFICE USE ONLY
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.	
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	

1   **Name of vendor who has a business relationship with local governmental entity.**

2   ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3   **Name of local government officer about whom the information is being disclosed.**

_____
Name of Officer

4   **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

     A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

         ☐ Yes   ☐ No

     B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

         ☐ Yes   ☐ No

5   **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6   ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____   _____
Signature of vendor doing business with the governmental entity   Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:
    (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
    (B) a transaction conducted at a price and subject to terms available to the public; or
    (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
    (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
        ***
        (2) the vendor:
            (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that
                (i) a contract between the local governmental entity and vendor has been executed; or
                (ii) the local governmental entity is considering entering into a contract with the vendor;
            (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
                (i) a contract between the local governmental entity and vendor has been executed; or
                (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)
    (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
        (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
        (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
        (3) has a family relationship with a local government officer of that local governmental entity.
    (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
        (1) the date that the vendor:
            (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
            (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
        (2) the date the vendor becomes aware:
            (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
            (B) that the vendor has given one or more gifts described by Subsection (a); or
            (C) of a family relationship with a local government officer.